

Belgrade Community Library

Job Description

Position Title: Library Assistant/Circulation Clerk

Adopted March 2007

Accountable to: Library Director

Primary Objective of Position:

With minimal supervision, performs library services within the circulation department as well as assigned administrative tasks and materials processing. Work varies, requiring independent judgement and initiative within a framework of established general policies. Personal contact with the public and fellow employees is continual, requiring strong communication skills, tactfulness, diplomacy, and good judgement under stressful situations.

Major Areas of Accountability and Performance:

Serving as a part of the library staff team and works closely with the director, schedules the circulation department staff for all shifts. Performs and completes all of the duties of circulation during any shift or portion of a shift to assist patrons in making effective use of the library, including location of materials and instruction in the use of on-line data bases, Internet, and other computer applications; maintains materials inventory records; schedules staff and volunteers to maintain material stacks, manages the periodical collection; processes and catalogs new materials, prepares daily financial records and makes deposit as requested; picks up and distributes mail; composes and types correspondence, prepares overdue billing letters and follows up on them; answers or refers reference questions; inputs data into automated library system; handles minor computer and printer; opens and secures building as needed; proctors tests as needed, and completes other related duties as assigned. Performs duties as assigned by the Director.

Working Conditions and Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties are performed in an office type environment. Duties require extended periods of walking, standing, talking or hearing, keyboarding, lifting/carrying items, reaching with hands and arms, and using hands to finger, handle or feel. Duties require occasional periods of sitting, climbing or balancing, pulling/pushing items, and stooping, kneeling, crouching or crawling. Weights up to 25 pounds are frequently encountered, with some exposure of weights to 50 pounds. Must be able to pull and push book trucks, with casters, weighing up to 200 pounds. Vision requirements include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Must be able to add, subtract, divide and multiply. Reading materials and verbal instructions require moderate interpretation. Hazards are minor and controllable, but can include exposure to high precarious places, toxic or caustic chemicals, risk of electrical shock, cramped quarters, human error and angry/hostile humans. The noise level ranges from quiet to moderate. Hours are irregular, including evenings and weekends.

Supervision – Responsibility for work of others

Helps to coordinate job assignments for volunteers.

Education, Training, and Experience Requirements

Some post high school training, and a minimum of 18 months of library or other professional work. Must type a minimum of 40 wpm. Must be willing to enroll in state library certification program. Computer experience is necessary.

Examples of Performance Criteria

Meets and deals tactfully with the public effectively promoting the library and its services.

Establishes, maintains, and fosters positive and harmonious working relationships with those contacted in the course of work.

Expresses ideas clearly and concisely, orally and in writing.

Compiles requested materials, lists, statistics, and related information quickly and accurately.

Maintains and applies knowledge of assigned library work and services and continually upgrades.

Attendance shows employee is punctual and works assigned shifts.